

The Eleanor Roosevelt Center at Val-Kill (ERVK)
Position Description: Development Director (2009)

Objective: To provide support in the planning, development, implementation and maintenance of a comprehensive private and public sector fund-raising program to support the organization's programs and mission.

Responsibilities: Working closely with the Executive Director, the Development Director will:

1. Assess the potential for expanding current fundraising efforts; identify strategic opportunities and new avenues for revenue growth.
2. Set priorities for ERVK's development work; create a development plan that reflects those priorities.
3. Write grants, research foundations and corporations, and oversee or implement other fundraising strategies, including membership and endowment opportunities.
4. Develop and implement a plan to increase contributions from potential major donors and those who are able to contribute at lower levels. Establish goals and timelines for the individual giving work. Communicate actively with potential and existing donors.
5. Assist in managing and running special events.
6. Serve as staff liaison to Development Committee.
7. Manage the on-line giving program and the development pages on the website; oversee the donor database; ensure that all financial transaction policies are followed.
8. Identify prospective individual, corporate, and foundation donors. Draft donor and other external communication.
9. Develop revenue projections and budgets for all fundraising activities. Prepare appropriate financial reports.
10. Support the Executive Director as needed; share in the tasks involved in keeping office running efficiently and effectively.
11. Other duties as assigned.

Qualifications

- B.A.; a minimum of 5 to 10 years of experience in fundraising and project management. Success with individual giving, grant writing, special events, and volunteers is critical. On-line fundraising experience and experience working with a board and in a small, busy office is desired.
- Proven ability to shape and manage an aggressive development program; a track record of successfully cultivating donors at all levels. Computer literacy is a must; experience with Raiser's Edge and/or Donor Perfect is a strong plus.
- Superb organizational, communication, and collaborative skills.

Personal Qualities

The successful candidate will bring creativity, entrepreneurial energy, and outstanding interpersonal skills. She or he will have the ability to work on many fronts simultaneously, keeping both details and the big picture in mind. He or she will be able to see opportunities and set priorities while building and managing a wide variety of relationships, and be a passionate salesperson for ERVK, in multiple and varied settings.